

SECRET**ROUTING AND RECORD SHEET****SUBJECT: (Optional)****Arrangements for Presentation to Midcareer Course No. 86****EXTENSION****NO.****Midcareer Course Director
526 C of C****DATE****19 September 1983****TO: (Officer designation, room number, and building)****DATE****OFFICER'S
INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)****1 D/ODP
2D0105 Hqs.****26 SEP 1983**

This will confirm our invitation for you to speak to Midcareer Course No. 86 on the subject and at the time indicated in the attached schedule.

Your presentation will take place in Room 916 Chamber of Commerce. Parking spaces 11 and 12 behind our building have been reserved for speaker use while the Course is in session. (If these spaces are already occupied, please use another nearby space and let us know the number.)

If you will be using slides, vugraphs, or any other visual aids, please let our training assistant, Pat Osborne, know in advance. If you have any questions regarding the Midcareer program, please let us know.

Downgrade to UNCLASSIFIED
Upon Removal of Attachments

SECRET

MIDCAREER COURSE

NO. 86

18 September - 21 October 1983

INTELLIGENCE TRAINING

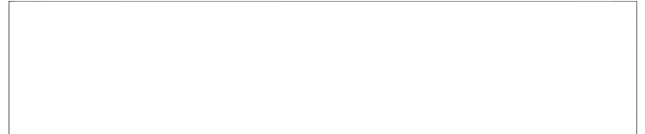
OFFICE OF TRAINING AND EDUCATION

ALL STUDENTS AND COURSE DIRECTORS
HAVE CLEARANCES

25X1

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The Information in this
Document is Classified
SECRET in the Aggregate

SECRET

MIDCAREER COURSE

25X1 The Midcareer Course was started in 1963 to provide an opportunity for middle-level officers to broaden their professional horizons. The course has become well-known throughout the Agency as an important aspect of career development as well as a forum for the exchange of views between senior managers from many components of CIA and course participants.

COURSE OBJECTIVES

Through active participation in the Midcareer Course as part of your professional development, you are expected to acquire a broadened view and increased understanding of the intelligence process to enable you to execute your current and prospective responsibilities more effectively. To this end you should:

- a. Gain useful perspectives on organizational theory and behavior in order to better understand the functioning of the Agency as a complex organization;
- b. Learn in detail about most major components of the Agency in order to gain a better understanding of their functions, responsibilities and interrelationships;
- c. Gain knowledge of the responsibilities and functions of the other agencies in the Intelligence Community, inter-agency relationships, and the DCI's Community role;
- d. Become acquainted with international issues and global challenges that impact on US foreign policy and intelligence efforts; and
- e. Gain greater awareness of how your job relates to the larger picture of the intelligence profession and a better appreciation of how you can enhance your ability to contribute to the effective accomplishment of the Agency's mission.

MIDCAREER COURSE

NO. 86

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Course Directors:

Training Assistant:

25X1

Extension

Chamber of Commerce Building, Room 526

Course Location

25X1

18 September - 30 September:

25X1

3 October - 21 October: Chamber of Commerce
Building, Room 916

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TUESDAY, 4 OCTOBER
(CHAMBER OF COMMERCE)

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1330-1420 Computers in Support
 of Agency Activities

[REDACTED]
Director of
Data Processing
(D/ODP)

Computers in the Agency serve as information processors, as analytical tools, and as aids to managers. Our speaker will discuss current and projected uses of computer systems in the Agency, some existing programs, and how the Office of Data Processing can be helpful to you.

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[REDACTED]
COMMENTS:

25X1

1430-1520 Office of Information
 Services

[REDACTED]
Chief, Information
and Privacy
Division, Office of
Information
Services (C/IPD/OIS)

The Office of Information Services has Agency-wide responsibility for directing records management programs, handling Freedom of Information and Privacy Act requests, managing classification review, and monitoring the issuance of Agency regulations. Our speaker will describe further the responsibilities of the office and discuss in greater detail the impact of the Freedom of Information and Privacy Acts on the working methods and procedures of CIA. [REDACTED]

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COMMENTS:

25X1

1530-1630 Position Management and
 Compensation Division

[REDACTED]
Acting Chief,
Position Management
and Compensation
Division, Office
of Personnel
(AC/PMCD/OP)

Our speaker will describe how PMCD goes about conducting position classification and position management surveys, will address the evaluation and analysis process, and will talk about other ways in which PMCD helps to support the management process. [REDACTED]

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COMMENTS: